



OFFICIAL MAIL MANAGERS COURSE

**DEPARTMENT OF THE NAVY
COMMANDING OFFICER
1ST BN 10TH MARINES
PSC BOX 20106
CAMP LEJEUNE NC 28542-0106**

**COMMANDING OFFICER
2ND ANGLICO
PSC BOX 20139
CAMP LEJEUNE NC 28542-0139**



OFFICIAL MAIL MANAGERS COURSE

INSTALLATION OFFICIAL MAIL
MANAGER

CWO3 McCarty

451-2204

ASSISTANT INSTALLATION OFFICIAL
MAIL MANAGER

GYSGT Williams

451-1575/5553

TERMINAL LEARNING OBJECTIVE

- ☼ The student will be sufficiently versed in official mail regulations to satisfactorily perform the duties as the Unit Official Mail Manager.

ENABLING LEARNING OBJECTIVES



REQUIRED MANUALS

- ☼ DOD 4525.8M - DOD OFFICIAL MAIL MANUAL
- ▮ MCO P5110.4 - MARINE CORPS OFFICIAL MAIL PROGRAM
- ▮ MCO 5110.5C - OFFICIAL MAIL ADDRESS LISTING FOR MARINE CORPS COMMANDS



LESSON 1

OFFICIAL MAIL COST CONTROL PROGRAM

BACKGROUND

- ⚙ **Military Postal Service Agency (MPSA)**
Charged with overseeing all DoD Postal Operations
- ▮ Official Mail Cost Control Program (OMCCP)
Designed to control DoD official mail costs through proper and cost effective use of postal services and rates.
- ▮ Decentralization of Official Mail Costs 1992 DoD directed each installation to assume responsibility for tracking and paying its own official mail costs.

OMCCP POLICIES

- ⚙ Matter not required to be shipped by the USPS shall be shipped by the most cost effective carrier meeting the RDD and security requirements
- ▮ Official matter shall move at the least expensive postage cost
- ▮ Private Express Statutes (I.e., checks, invoices)



OMCCP POLICIES

- ▮ Mail shall be processed to ensure optimum use of personnel, equipment and postage cost.
- ▮ Unauthorized use of appropriated funds will not be tolerated
- ▮ All policies shall be coordinated with the installation OMM prior to implementation.

UNIT OMM APPOINTMENTS

- ▮ OMM - Each command shall appoint an E-7 or above or a DoD civilian (GS-7 or above)
- ▮ AOMM - Each command shall appoint an E-6 or above or a DoD civilian (GS-5 or above)
- ▮ Appointment letter
- ▮ OMM Clerks
- ▮ Replacement of OMM





RESPONSIBILITIES OF THE UNIT OMM

- ⚙ Supervise Unit OMCCP
 - ▢ Report Misuses of official mail to your Commanding Officer
 - ▢ Be Accessible to Unit Mailers
 - ▢ Inspect incoming and outgoing official mail (weekly)
 - ▢ Report Violators
 - ▢ Ensure that all postal related items (envelopes, labels) meet DoD and USPS regulations

OFFICIAL MAIL CENTERS

- ☼ A separate collection point
- ▮ Centrally located
- ▮ Required Publications
- ▮ OMCCP Inspections (Annually)

Telephone Number _____ END (X)

Inspector (Signature, Grade and Title) _____

Name of OMM _____ Personnel Deputed _____

Comments:

Rating: _____ Mission Capable _____ Non-Mission Capable _____

(Ref: DOD 4252.8-M, Chap. 3, Par.B.1)
010H Are permit routing forms and contents prepared properly? _____

(Ref: DOD 4252.8-M, Chap. 3, Par.M.3)

012H Are all prepared reply items prepared properly? _____

(Ref: DOD 4252.8-M, Chap. 3, Par.I)

016H Is the selection of special mail services authorized? _____

(Ref: DOD 4252.8-M, Chap. 3, Par.C.3)

018H Are consolidated mailings prepared properly? _____

(Ref: DOD 4252.8-M, Chap. 3, Par.C)

019H Is maximum use being made of consolidated mailings? _____

Is official mail properly prepared and sufficient supplies on hand?

Is incoming/outgoing weekly official mail inspections conducted?

Do mail users know when and how to contact their OMMs?

(Ref: DOD 4252.8-M, Chap. 3, Par.C.3)

013H Are the OMMs carrying out the OMCCP supervisory requirements? _____

(Ref: DOD 4252.8-M, Chap. 3, Par.C.3)

017H Has annual training requirements been completed? _____

(Ref: DOD 4252.8-M, Chap. 3, Par.C.1.A)

010H Are OMM appointments filed as required? _____

(Ref: DOD 4252.8-M, Chap. 3, Par.C)

008H Are all OMMs appointed in writing? _____

(Ref: DOD 4252.8-M, Chap. 3, Par.p8; Chap. 3, Par.O)

009H Is unauthorized use of official mail properly reported? _____

(DOD 4252.8-M, MCO 52110.4 and MCO 2110.2C)

000H Are the required publications on hand? _____

(BO 52113.1E, Chap. 4, Par.4005.1)

000H Has an Official Mail Center been established? _____

2100H03H000H SUB CATEGORY: CODE 03 DESCRIPTION: OFFICIAL MAIL PROGRAM

YES NO

2100H00H000H FUNCTION/MT AREA: CODE 100 DESCRIPTION: POSTAL AFFAIRS

UNIT _____ DATE _____

(THIS IS A REFORMATTED AIRS CHECKLIST FOR CAMP TELETYPE USE)

AIRS CHECKLIST

OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST



ENC ①

S. A. BROWN

The executive officer and official mail manager were debriefed

assist you in preparing your report

Official Mail Manager, Consolidated Post Office Bldg #1110. Enclosure (1), is provided to
e. Comments: A report of this corrective action is required to be submitted to the Installation

OOEH:

Postal Affairs, sub category: Official Mail Program

2. Discrepancies: The below numbered questions are from the AFPS checklist, functional area

4. Findings: None

3. Circle Assigned: Mission Capable

Official Mail Inspector:

Date of Inspection:

Official Mail Manager:

Inspected Command or Activity:

5. General Information:

1. For the reference this summary inspection report is submitted

Encl: (1) Example of Corrective Action Report

Ref: (a) MCO 2040.0E

Subj: OFFICIAL MAIL SUMMARY INSPECTION REPORT

Via: Commanding General, 3d Marine Division (Inspector)

To: Commanding Officer, 3d Marine Division

From: Installation Official Mail Manager

DATE
EPO2
2040

CAMP LEJUNE IC 3845-0001
PSC BOX 30001
CONSOLIDATED POST OFFICE
UNITED STATES MARINE CORPS

END (X)

Signature

3. POC: Official Mail Manager's Name, Title, Extension

(insert date).

5. The discrepancy (s) listed above were noted during the formal command annual inspection of

Corrective Action:

Discrepancy #5:

Corrective Action:

Discrepancy #1:

1. For the reference, the following corrective action report is submitted:

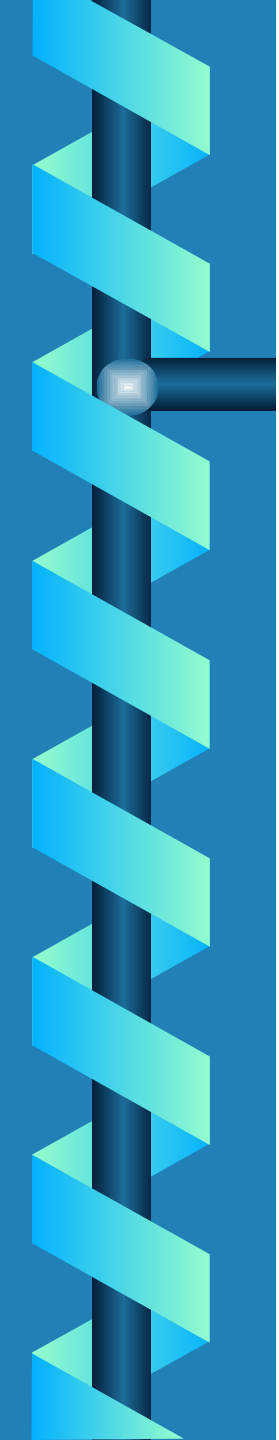
Ref: MCO 2030.0E

Subj: **CORRECTIVE ACTION REPORT**

To: Installation Official Mail Manager, Consolidated Post Office, Marine Corps Base
From: Commanding Officer, Appropriate Unit

DATE
BFL CODE
2030

APPROPRIATE HEADING



OMCCP

- ▮ Receipt and Delivery of Official Mail
 - Delivered to Authorized Personnel
 - (DD 285, Letter of Authorization)
 - Chain of receipts must be maintained
 - If not deliverable, return to serving post office each day
- ▮ Search and seizure
 - All postal laws apply to official matter while it is considered mail

OMCCP

☼ Training Requirements

- Conduct an appropriate turn over
- Attend next available OMM class
- Annually

▮ Surveys and tests

- Conducted to check transit times
- As directed



LESSON 2

USE OF OFFICIAL MAIL



AUTHORIZED USE OF OFFICIAL MAIL

- ▮ For official government business only
- ▮ In Accordance with Interservice Support Agreement (ISA)

UNAUTHORIZED USE OF OFFICIAL MAIL

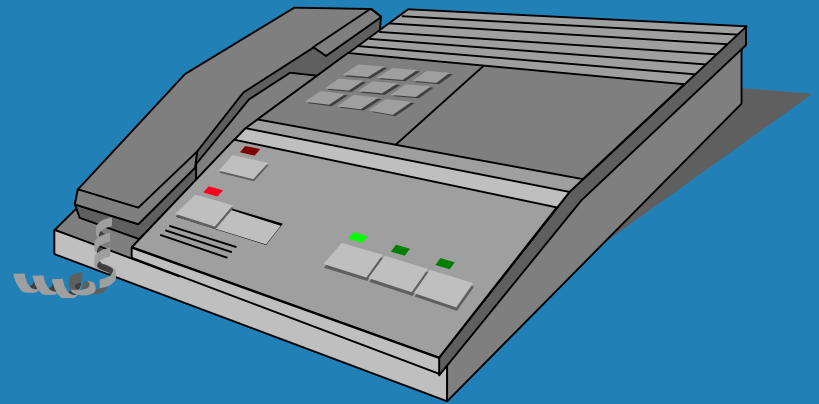
- ⦿ For private use
 - ▮ Matter that is not exclusively government business
 - ▮ Personal Items (Christmas cards, tax returns, resumes, and greeting cards)
 - ▮ Non-mailable items (Alcohol, explosives, oversize and overweight packages)
 - ▮ Dependent school yearbooks, cruise books, and plaques
 - ▮ Mailings for private associations (Boy scouts, wives clubs)
 - ▮ For mail not bearing a complete and proper address.

ALTERNATIVES TO MAILING

- ⊗ Use USPS only when required by law or least costly to meet RDD

▮ Other Choices

- TMO
- Fax
- Guard Mail
- Email
- Naval Message



PENALTIES FOR MISUSE OF OFFICIAL MAIL

- ☼ Under Title 18, U.S. Code , Chapter 31, Section 641
 - Individuals attempting to utilize appropriated funds can face fines of up to \$10,000 and/or 10 years imprisonment
 - Individuals involved in crimes of theft valuing \$100 or less could face a \$1,000 fine and/or 1 year imprisonment

Lesson 3 Classes of Mail

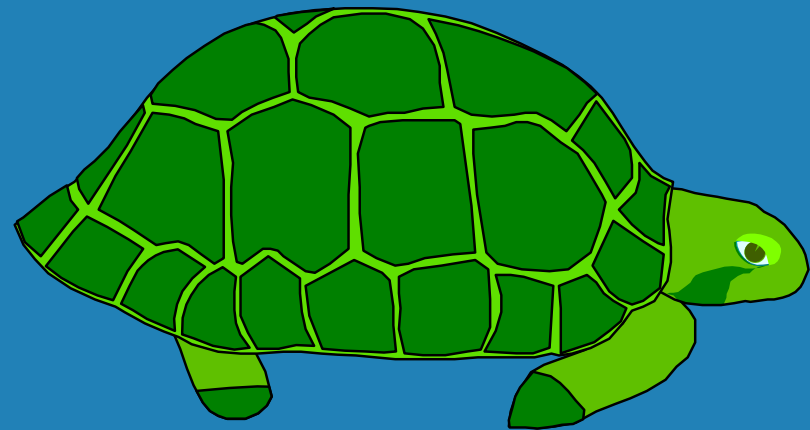


CLASSES OF MAIL

- ☼ First Class Mail - 13 oz or less
- ▮ Priority Mail - First Class mail that is more than 13 oz but not exceeding 70 lbs and 108 inches in length and girth combined.
- ▮ Periodicals - Formerly Second Class
- ▮ Standard (A) - Formerly Third Class
- ▮ Presorted Standard

CLASSES OF MAIL

- ☼ Standard (B) -
Formerly Fourth
class 16 oz to
70lbs and 130
inches in length
and girth
combined
 - Single Piece Zone
Rate (Parcel Post)
 - Book Rate



EXPEDITED MAIL (EXPRESS MAIL)

- ☼ Mission essential only
- ▮ Shall not be used for
 - Convenience
 - Correcting admin oversights when adequate time existed
 - Day before a weekend or holiday

Comparison of FEDEX Rates Vice USPS

USPS

NEXT DAY BY 1200

□ 2 LBS	\$15.75
□ 5 LBS	\$24.00
□ 14 LBS	\$39.40

SHIP UP TO 70
LBS

FEDEX

NEXT DAY BY 1000

□ 2 LBS	\$3.57
□ 5 LBS	\$4.17
□ 14 LBS	\$10.32

SHIP UP TO 150
LBS



AT THIS TIME
TAKE A TEN MINUTE
BREAK!!

LESSON 1

SPECIAL POSTAL SERVICES

REGISTERED
123 456 789

INSURED
123 456 789

CERTIFIED
123 456 789

RETURN RECEIPT
FOR MERCHANDISE
123 456 789

REGISTERED MAIL

- ▮ The securest method of Mailing
- ▮ Costly
- ▮ Slower due to unbroken chain of receipts
- ▮ Examples
 - Government owned firearms
 - Calibration equipment
 - Classified material
 - Material required by law, DOD instruction or federal directive



CERTIFIED MAIL

- ▮ Provides evidence of mailing and record of delivery (at First Class Rate)
- ▮ Examples
 - Controlled test material
 - Legal documents required by law
 - Material required by law, DOD instruction or federal directive



INSURED MAIL

- ▮ Normally not used
- ▮ Material required by law, DOD instruction or federal directive



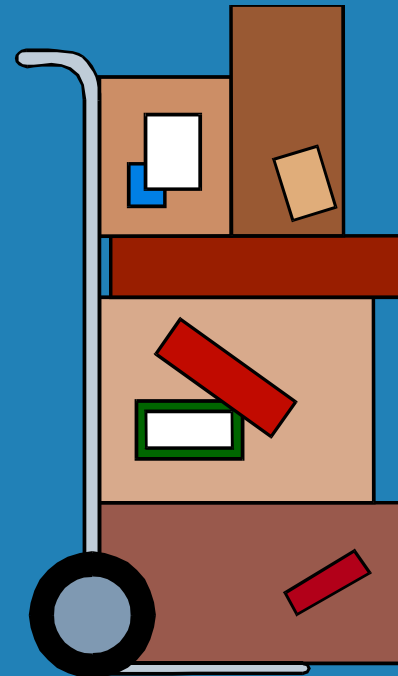
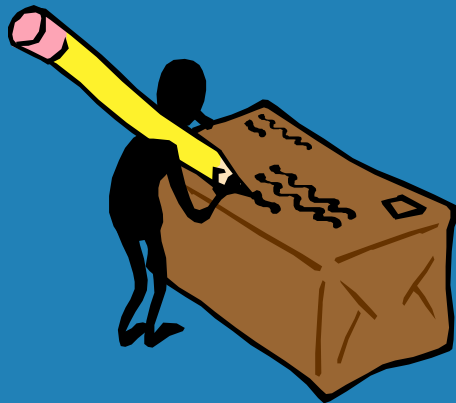
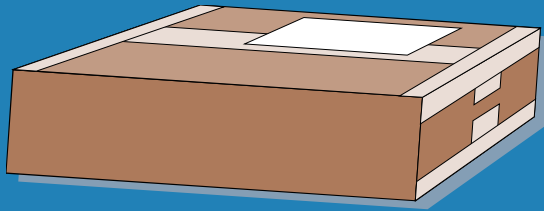
OTHER SERVICES

- ▮ Return Receipt for Merchandise
- ▮ Restricted Delivery
- ▮ Special Handling/ Special Delivery- not authorized for Official Mail

OTHER SERVICES

- ▮ Certificate of Mailing - Provides proof of mailing at serving Post Office
- ▮ Return Receipts - Provides evidence of delivery
 - DD 3811 - used for off base addresses
 - NAVMC 941- used for DOD addresses

LESSON 5 MISCELLANEOUS MAILINGS



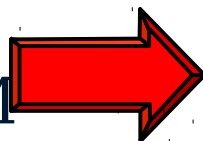
MISCELLANEOUS MAILINGS

- ⊗ Presort Mail Services
- ▢ Merchandise Return Services
- ▢ Courtesy Reply Mail
- ▢ Business Reply Mail

Sample BRM 1oz Envelope

RETURN
ADDRESS

FIM



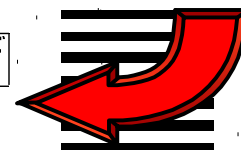
CAMP TELEPHONE INC 38455-0005
PSC BOX 30001
MARINE CORPS BASE
CONSOLIDATED POST OFFICE
ATTN:POSTAL OPERATIONS

POSTAGE WILL BE PAID BY ADDRESSEE

FIRST-CLASS MAIL PERMIT NO. 120 CAMP TELEPHONE
BUSINESS REPLY MAIL



POST NET BARCODE



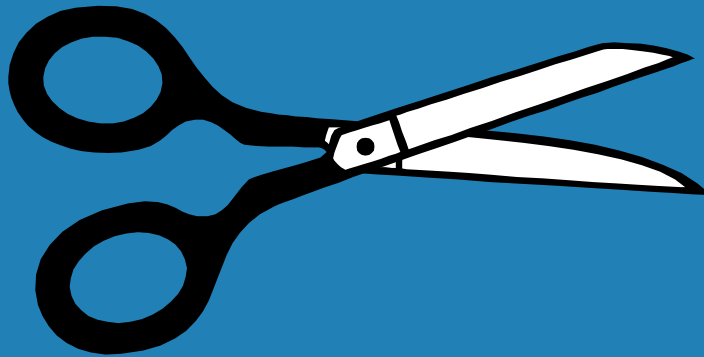
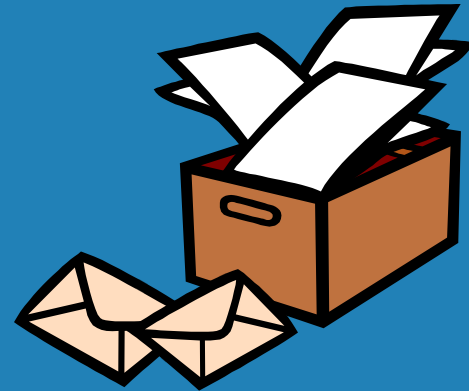
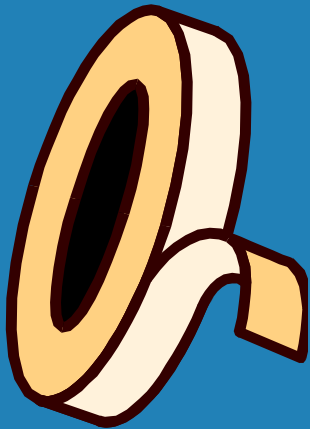
UNITED STATES
POSTAL SERVICE
FIRST-CLASS MAIL PERMIT NO. 120
CAMP TELEPHONE

MISCELLANEOUS MAILINGS

- ▢ Military Ordinary Mail
- ▢ State Department Pouch
- ▢ International Mail
- ▢ Parcel Airlift (PAL) and Space Available Mail (SAM) not authorized for Official Mail

LESSON 6

OFFICIAL MAIL PREPARATION



OFFICIAL MAIL PREPARATION

- ⚙ Mail shall meet USPS regulation
- ▢ Consolidate mail
- ▢ Packaging preparation
 - Good sturdy condition
 - Small as Possible
 - Adequate cushioning
 - Tape (Fiber, Paper, Duct)
 - Masking and Cellophane not authorized
- ▢ Appropriate sized envelopes (Surcharge)

ADDRESS GUIDELINES

- ⚙ Type-Written or computer generated
- ⚙ UPPER CASE LETTERS
 - ▢ No punctuation preferred
 - ▢ Print size 10 to 12 point
 - ▢ Block type fonts (No Script or Italic Style fonts)
 - ▢ Complete official mailing address for both return and forwarding address

ADDRESS GUIDELINES

- ☼ Left justified
- ▮ Two letter state abbreviation
- ▮ Guard Mail system will be used for Camp Lejeune, MCAS New River and Cherry Point
- ▮ No rubber stamp impressions
- ▮ Handwritten addresses allowed if unit is in the field or on deployment

ADDRESS FORMAT

- ☼ Official Mail address format

COMMANDING OFFICER

ATTN OMM

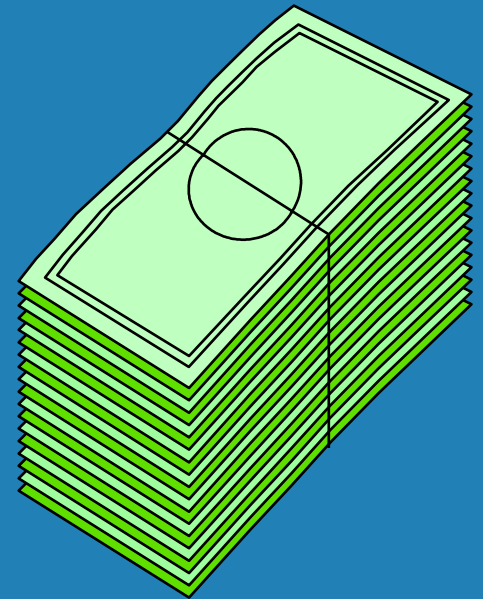
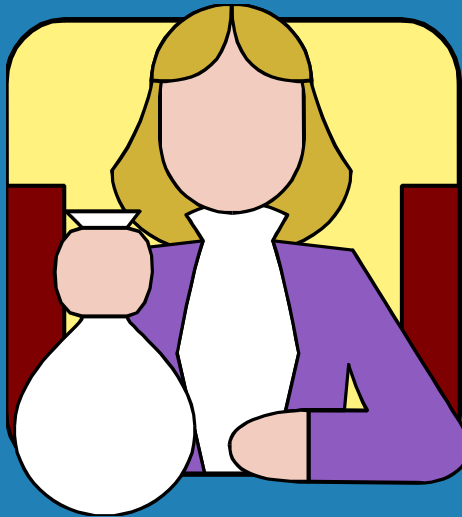
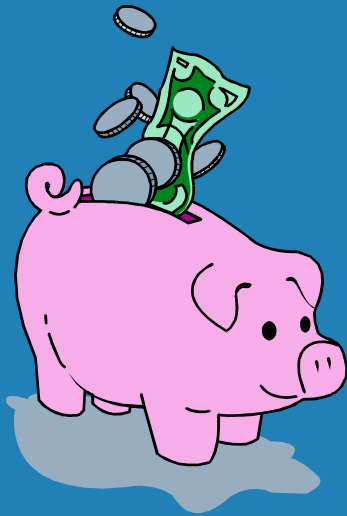
1ST BN 8TH MAR

PSC BOX 20102

CAMP LEJEUNE NC 28542-0102

LESSON 7

COST SAVING TIPS



COST SAVING TIPS

- ⚙ Train personnel on proper preparation of mail
- ▢ Ask questions about the item being mailed
 - Will mission fail if item not mailed by fastest means possible?
 - Will recipient be present to accept item?
- ▢ Limit use of Special Services
- ▢ Report mail violations

COST SAVING TIPS

- ☼ Use standard size envelopes whenever possible
- ▮ Monitor mail practices to ensure mail is being sent by most economical means
- ▮ Use Zip+4, presorted standard and other discounts
- ▮ Reduce the frequency and volume of mailings

COST SAVING TIPS

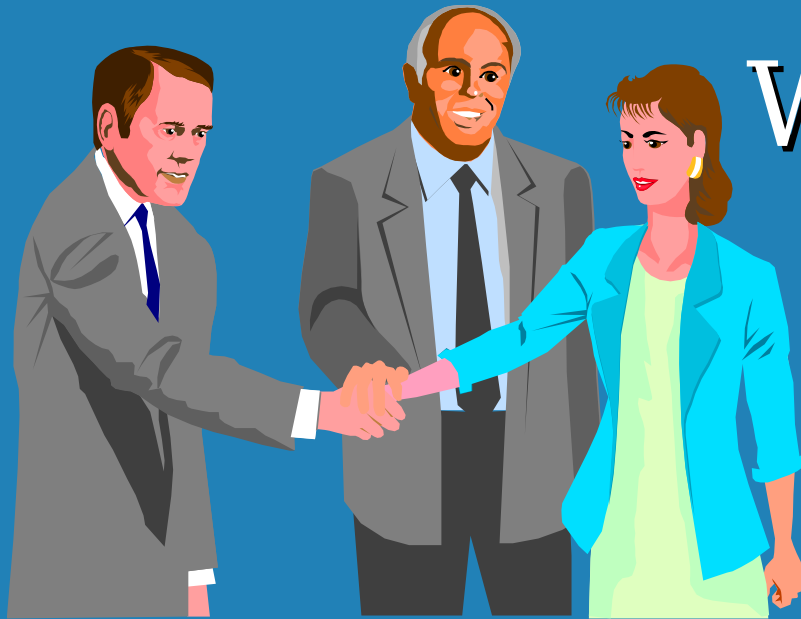
- ⦿ Update and verify mailing lists
 - ▮ Consolidate mailings to common addresses
 - ▮ Consider microfiche, microfilm, CD roms, electronic transfer and disks as alternatives to mailing
 - ▮ Print on both sides of the paper
 - ▮ Use electronic fund transfers vice mailing government checks

COST SAVING TIPS


- ☼ Use cheaper method of transporting the message or item
- ▮ Use computer output formats that make maximum use of print space

LESSON 8

KVN SUPPORT



We are here
to help
make your
job a little
easier.



GENERAL REQUIREMENTS

Basic information contained in KVN
newsletter

- ☼ Message from Commanding Officer chaplain
etc
- ▢ Unit readiness information
- ▢ Contacts for deployed Marine spouses (Red
Cross, Navy Relief unit hot line numbers)

GENERAL REQUIREMENTS

- ▮ Updates on programs and services in community and on base
- ▮ Frequently asked questions and answers for key volunteers

GENERAL REQUIREMENTS

Items not to include in newsletters

- ☼ Fundraising activities
- ▮ Local advertisements
- ▮ Greeting cards, Christmas cards
- ▮ Puzzles, cartoons, connect the dots
- ▮ Cookies, cakes and candies
- ▮ Most items bought with private funds

GENERAL REQUIREMENTS

- ⊗ All addresses may be typed or mechanically printed in upper or lower case letters (Upper case preferred)
- ▮ The address must include the correct zip+4 code, or the correct 5-digit zip code
- ▮ First class postage will be applied to each piece of mailings under 400 pieces
- ▮ If over 400 pieces contact the Main Post Office



PREPARATION

COMMANDING OFFICER

ATTN: KEY VOLUNTEERS

3RD BN 10TH MAR

PSC BOX 20108

CAMP LEJEUNE, NC 28542-0108

PREPARATION

□ Place in three categories

- Local- 28540-1, 28543-28546
- On base- 28542-28547
- Out of town

PREPARATION

- ⚙ Mailings of 400 or less sent at First Class rate
 - Faster
 - Recommended be Identical in size and weight
 - Will be returned if undeliverable
 - Will be forwarded if address is on file
 - Flyers will be sent in envelope
 - Requires minimal sorting

Endorsement

COMMANDING OFFICER
ATTN: KEY VOLUNTEERS
3RD BN 10TH MAR
PSC BOX 20108
CAMP LEJEUNE, NC 28542-0108

JAMES A MARTIN
123 RIDGEWOOD DR
JACKSONVILLE, NC. 28540

PREPARATION

- ⚙ Envelopes with the unit's return address can be special ordered from servmart
- ▢ Units in garrison status are recommended to mail their KVN newsletters on a quarterly basis.
- Unit or parts of a unit that are deployed can be mailed monthly
- Update Mailing lists

CONSOLIDATED POSTAL SYSTEM

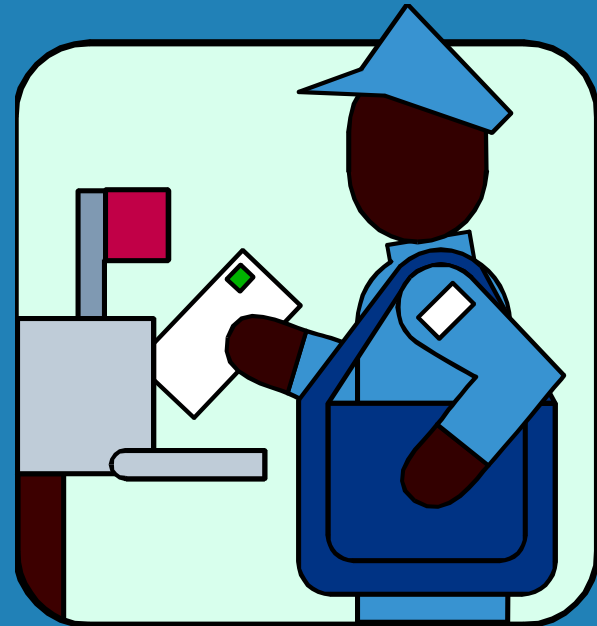
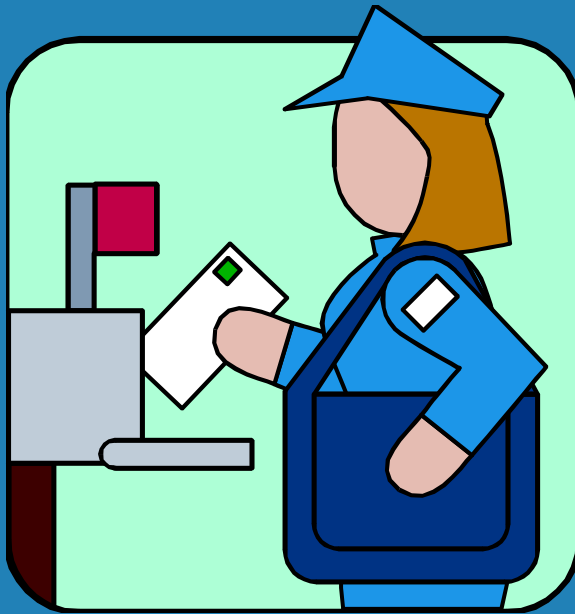


PLEASE FEEL FREE
TO CONTACT US
AT ANY TIME. NO
PROBLEM IS TOO
GREAT THAT WE
CAN'T SOLVE

TOGETHER!!!!

LESSON 9

PRESORTED STANDARD MAIL



PRESORTED STANDARD

EXAMPLES

- ⦿ Key volunteer network newsletter
- ▮ Invitations to Change of Command Ceremonies
- ▮ Notification to reservists of upcoming drill training
- ▮ Family service related newsletters
- ▮ Housing bulletins

PRESORTED STANDARD

- ☼ Contact Official Mail section prior to preparing large mailings for questions
- ▮ General Requirements
 - Large volume mailings 400 pieces or more
 - Dropped off at Main Post Office by 1100
 - Addressed must be typed or mechanically printed on envelope or label
 - Must include correct 5 digit Zip and/or Zip+4

PRESORTED STANDARD

- ⊗ Endorsement must be placed in upper right hand corner
- ▢ Strongly recommend endorsement be applied during printing process
- ▢ All mailing lists are required to be certified on an annual basis

PRSRT STD
POSTAGE AND FEES PAID
JACKSONVILLE NC
PERMIT 150

PRESORTED STANDARD

☼ Preparation

For mail with same 5 digit zip code

- Bundle 10 or more pieces but not more than 4 inches thick
- Label each bundle with a red “D” sticker in the lower left hand corner of the top piece.



PRESORTED STANDARD

▮ Preparation

For mail with same 3 digit zip code

- Bundle 10 or more pieces but not more than 4 inches thick
- Label each bundle with a green “3” sticker in the lower left hand corner of the top piece.



PRESORTED STANDARD

Consolidate remaining 3 digits into
“ADC”

- ▣ Use L004 and first 3 digits of zip code.
- ▣ Bundle 10 or more pieces
- ▣ Place a Pink “ADC” on the bundle
- ▣ Remaining envelopes bundle them and place brown “MIXED” sticker on the bundle

REVIEW



REVIEW

- ▮ Official Mail Cost Control Program
 - DoD created to monitor and control mail costs
 - Unauthorized use of appropriated funds not tolerated
 - Policies shall be coordinated with Installation OMM prior to implementation

REVIEW

- ▢ Official Mail is matter that is exclusively used for government business
- ▢ Unauthorized Uses
 - Private Use
 - Placques
 - Christmas Cards

REVIEW

☼ Classes of Mail

- First Class - 13oz or less
- Priority Mail - First Class 14oz to 70 lbs
- Periodicals - Newspapers and magazines
- Standard A - 16oz or less (Presorted Standard)
- Standard B - Formerly 4th Class 16oz to 70lbs

REVIEW

☼ Special Services

- Registered Mail - most secure but slow and costly
- Certified Mail - Provides evidence of mailing
- Insured Mail - Government is insured (only if necessary)
- Return Receipt for Merchandise - Return Receipt service for the classes of mail

REVIEW

☼ Special Services (cont)

- Return receipt - used with other services for evidence of delivery
- Certificate of Mailing - Free and provides proof of mailing
- Restricted Delivery - when only addressee is required to pick article up.

REVIEW

☼ Miscellaneous Mailings

- Presort Mail Services - Available for First Class, standard A and B mailings at a discount
- Business Reply Mail and Merchandise Return service - When return response is required from the addressee
- Courtesy Reply Mail - Same as Business Reply but addressee pays the postage
- State Department Pouch, Military Ordinary Mail and International Mail

REVIEW



⚙ Official Mail Preparation

- Shall meet USPS regulations
- Addresses type written or computer generated
- UPPER CASE LETTERS
- Consolidation

REVIEW


▮ Cost Saving Tips

- Use standard letter size envelopes
- Use Consolidated mail whenever possible
- Verify and Update mailing lists
- Fax CDs and disks are alternatives to mailing

REVIEW

▣ Presort Standard Mail

- Used for large volume mailings (400 or more)
 - Key volunteer newsletters
 - Invitations to change of command Ceremonies
 - Family Service Related Newsletters



THIS CONCLUDES YOUR
MOTIVATIONAL CLASS
FOR
OFFICIAL MAIL
MANAGERS